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1970

20 May 1970

OFFICE OF PERSONNEL MEMORANDUM NO. 20-1-5

SUBJECT : Delegation of Authority

RESCISSION: OPM 20-1-2 dated 13 June 1967

This memorandum summarizes delegation to subordinate officials of certain authorities vested in the Director of Personnel and his Deputy. These authorities may not be further delegated by the officers designated below.

1. Authority to Execute Agreements and Contracts Under Provisions

[Redacted]
Special Contracting Officer (Chief, Contract Personnel Division)
Alternate Special Contracting Officer (Deputy Chief, Contract Personnel Division)

2. Approve Educational Allowances for Contract Personnel. Grant Equalization and Cover Allowances

Chief, Contract Personnel Division

3. Authority to Approve Invitee and Appointee Travel Orders and Vouchers

Executive Officer, Office of Personnel
Assistant Executive Officer, Office of Personnel
Deputy Director of Personnel for Recruitment and Placement
Chief, Staff Personnel Division
Chief, Professional Placement Branch, Staff Personnel Division
Chief, Professional Selection Branch, Staff Personnel Division

4. Authority to Approve Travel Orders or Other Obligations of Expenditures Chargeable to the Recruitment Program

Executive Officer, Office of Personnel
Assistant Executive Officer, Office of Personnel
Deputy Director of Personnel for Recruitment and Placement
Chief, Recruitment Division
Deputy Chief, Recruitment Division

C-O-N-F-I-D-E-N-T-I-A-L

Group 1
Excluded from Automatic
Downgrading and
Declassification

5. Authority to Approve Travel Orders for Disqualified Appointees

Executive Officer, Office of Personnel
Assistant Executive Officer, Office of Personnel

6. Authority to Approve Claims [REDACTED] (Employees Compensation and Overseas Medical Benefits)

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Executive Officer, Office of Personnel
Assistant Executive Officer, Office of Personnel
Deputy Director of Personnel for Special Programs
Chief, Benefits and Services Division
Deputy Chief, Benefits and Services Division

7. Authority to Certify Availability of Funds

Executive Officer, Office of Personnel
Assistant Executive Officer, Office of Personnel
Budget and Fiscal Officer

8. Authority to Request Space Alterations, Repairs and Other Services

Executive Officer, Office of Personnel
Assistant Executive Officer, Office of Personnel
Budget and Fiscal Officer

9. Authority to Request Minor Maintenance Services

Executive Officer, Office of Personnel
Assistant Executive Officer, Office of Personnel
Budget and Fiscal Officer

10. Authority to Approve Requisitions for All Types of Printing and Reproduction

Executive Officer, Office of Personnel
Assistant Executive Officer, Office of Personnel

11. Authority to Approve Routine Requisitions for Printing and Reproduction and to Certify as to the Availability of Funds for Such Purposes

Executive Officer, Office of Personnel
Assistant Executive Officer, Office of Personnel
Records Administration Officer
Budget and Fiscal Officer

12. Authority to Approve Requisitions for Supplies and Equipment

Executive Officer, Office of Personnel
Assistant Executive Officer, Office of Personnel
Budget and Fiscal Officer



Robert S. Wattles
Director of Personnel

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